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VILLAGE OF RICHMOND, LOUISIANA

FINANCIAL STATEMENTS

JUNE 30, 2001

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/07/01

VILLAGE OF RICHMOND, LOUISIANA
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DAVID Q. RICHARDSON
CERTIFIED PUBLIC ACCOUNTANT
POST OFFICE BOX 891
TALLULAH, LA 71284
(318) 574-0514

Accountant's Report

Honorable Mayor and Members of
the Board of Aldermen
Village of Richmond, Louisiana

I have compiled the accompanying combined financial statements of the Village of Richmond, Louisiana as of and for the year ended June 30, 2001, and the related supplementary information as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of the city officials. I have not audited or reviewed the accompanying financial statements and the related supplementary information and, accordingly, do not express an opinion or any other form of assurance on them.

Tallulah, Louisiana
October 15, 2001



Exhibit A

VILLAGE OF RICHMOND, LOUISIANA
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2001

ASSETS

	Government Fund Types				Account Groups		Totals (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects Fund	General Fixed Assets	General Long-Term Debt	
ASSETS							
Cash & cash equivalents	\$46,552.80	\$536,513.60	\$ 7,500.40	\$18,646.63	\$	\$	\$ 609,213.43
Accounts receivable	2,728.84	1,276.30	151.53				4,156.67
Interest receivable		9,836.75					9,836.75
Restricted assets			39,294.29				39,294.29
Fixed assets					677,439.05	46,946.22	677,439.05
Amount available in Debt Service Fund							46,946.22
Amount to be provided for retirement of long-term debt						80,053.78	80,053.78
Other assets	75.00						75.00
Total assets	<u>\$49,356.64</u>	<u>\$547,626.65</u>	<u>\$46,946.22</u>	<u>\$18,646.63</u>	<u>\$677,439.05</u>	<u>\$127,000.00</u>	<u>\$1,467,015.19</u>

LIABILITIES AND FUND EQUITY

Liabilities							
Accrued expense	\$25,144.07	\$	\$	\$	\$	\$	\$ 25,144.07
Bonds payable					127,000.00		127,000.00
Total liabilities	<u>\$25,144.07</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$127,000.00</u>	<u>\$</u>	<u>\$ 152,144.07</u>
Fund Equity							
Investment in General Fixed Assets	\$	\$	\$	\$	\$677,439.05	\$	\$ 677,439.05
Fund balances:							
Reserved for Debt Service	24,212.57	547,626.65	46,946.22	18,646.63			46,946.22
Unreserved	<u>24,212.57</u>	<u>547,626.65</u>	<u>46,946.22</u>	<u>18,646.63</u>	<u>\$677,439.05</u>	<u>\$</u>	<u>590,485.85</u>
Total fund equity	<u>\$49,356.64</u>	<u>\$547,626.65</u>	<u>\$46,946.22</u>	<u>\$18,646.63</u>	<u>\$677,439.05</u>	<u>\$127,000.00</u>	<u>\$1,467,015.19</u>
Total liabilities and fund equity							

See Accountant's compilation report and accompanying notes to financial statements.

VILLAGE OF RICHMOND, LOUISIANA
 COMBINED STATEMENT OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES
 FOR THE YEAR ENDED JUNE 30, 2001

	General	Special Revenue	Debt Service	Capital Projects	Totals (Memorandum Only)
Revenue					
Taxes:					
Property	\$ 19,065.29	\$	\$	\$	\$ 19,065.29
Sales		116,528.32			116,528.32
Fire protection	9,541.33				9,541.33
Tobacco	604.24				604.24
Franchise	16,980.68				16,980.68
Other licenses, permits, fines, fees, etc.	32,432.70				32,432.70
Rent	10,450.00				10,450.00
Video poker	5,250.98				5,250.98
Interest	1,499.66	38,620.51	1,702.57	495.06	42,317.80
Other revenue	<u>3,874.83</u>		<u>25.00</u>	<u>15,000.00</u>	<u>18,899.83</u>
Total revenue	<u>\$ 99,699.71</u>	<u>\$155,148.83</u>	<u>\$ 1,727.57</u>	<u>\$15,495.06</u>	<u>\$272,071.17</u>
Expenditures					
Current:					
General government	\$161,812.20	\$	\$	\$	\$161,812.20
Highways, streets, buildings		19,272.00			19,272.00
Miscellaneous		1,209.35			1,209.35
Capital outlay	43,666.00			2,900.00	46,566.00
Debt Service:					
Principal retirement			9,000.00		9,000.00
Interest & fiscal charges			<u>9,928.00</u>		<u>9,928.00</u>
Total expenditures	<u>\$205,478.20</u>	<u>\$ 20,481.35</u>	<u>\$18,928.00</u>	<u>\$ 2,900.00</u>	<u>\$247,787.55</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(\$105,778.49)</u>	<u>\$134,667.48</u>	<u>(\$17,200.43)</u>	<u>\$12,595.06</u>	<u>\$ 24,283.62</u>
Other Financing Sources (Uses)					
Transfers in	\$ 62,235.22	\$	\$19,013.73	\$	\$ 81,248.95
Transfers out		(66,248.95)		(15,000.00)	(81,248.95)
Total other financing sources (uses)	<u>\$ 62,235.22</u>	<u>(\$ 66,248.95)</u>	<u>\$19,013.73</u>	<u>(\$15,000.00)</u>	<u>\$</u>
Excess (Deficiency) in Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	<u>(\$ 43,543.27)</u>	<u>\$ 68,418.53</u>	<u>\$ 1,813.30</u>	<u>(\$ 2,404.94)</u>	<u>\$ 24,283.62</u>
Fund Balance - Beginning	<u>67,755.84</u>	<u>479,208.12</u>	<u>45,132.92</u>	<u>21,051.57</u>	<u>613,148.45</u>
Fund Balance - Ending	<u>\$ 24,212.57</u>	<u>\$547,626.65</u>	<u>\$46,946.22</u>	<u>\$18,646.63</u>	<u>\$637,432.07</u>

See Accountant's compilation report and notes to financial statements.

VILLAGE OF RICHMOND, LOUISIANA
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Taxes			
Property	\$ 18,750.00	\$ 19,065.29	\$ 315.29
Fire protection	9,350.00	9,541.33	191.33
Tobacco	2,416.00	604.24	(1,811.76)
Franchise	9,200.00	16,980.68	7,780.68
Other licenses, permits, fines, fees, etc.	25,450.00	32,432.70	6,982.70
Rent	6,800.00	10,450.00	3,650.00
Video poker income	2,250.00	5,250.98	3,000.98
Interest	1,250.00	1,499.66	249.66
Other revenue	<u>2,350.00</u>	<u>3,874.83</u>	<u>1,524.83</u>
Total revenues	<u>\$ 77,816.00</u>	<u>\$ 99,699.71</u>	<u>\$21,883.71</u>
EXPENDITURES			
General government	\$172,400.00	\$161,812.20	\$10,587.80
Capital outlay	<u>47,700.00</u>	<u>43,666.00</u>	<u>4,034.00</u>
Total expenditures	<u>\$220,100.00</u>	<u>\$205,478.20</u>	<u>\$14,621.80</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(\$142,284.00)</u>	<u>(\$105,778.49)</u>	<u>\$36,505.51</u>
Other Financing Sources (Uses)			
Transfers in	\$143,000.00	\$ 62,235.22	(\$80,764.78)
Transfers out	<u> </u>	<u> </u>	<u> </u>
Total other financing sources (uses)	<u>\$143,000.00</u>	<u>\$ 62,235.22</u>	<u>(\$80,764.78)</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	\$ 716.00	(\$ 43,543.27)	(\$44,259.27)
Fund Balance, Beginning of Year	<u>67,755.84</u>	<u>67,755.84</u>	<u> </u>
Fund Balance, End of Year	<u>\$ 68,471.84</u>	<u>\$ 24,212.57</u>	<u>(\$44,259.27)</u>

See Accountant's compilation report and accompanying notes to financial statements.

VILLAGE OF RICHMOND, LOUISIANA
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL - SPECIAL REVENUE FUND
 FOR THE YEAR ENDED JUNE 30, 2001

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
REVENUES			
Taxes - sales	\$111,000.00	\$116,528.32	\$ 5,528.32
Interest	<u>25,000.00</u>	<u>38,620.51</u>	<u>13,620.51</u>
Total revenues	<u>\$136,000.00</u>	<u>\$155,148.83</u>	<u>\$ 19,148.83</u>
EXPENDITURES			
Highways, streets, buildings	\$	\$ 19,272.00	(\$ 19,272.00)
Miscellaneous	<u>1,242.00</u>	<u>1,209.35</u>	<u>32.65</u>
Total expenditures	<u>\$ 1,242.00</u>	<u>\$ 20,481.35</u>	<u>(\$ 19,239.35)</u>
Excess (Deficiency) of Revenue Over Expenditures	<u>\$134,758.00</u>	<u>\$134,667.48</u>	<u>(\$ 90.52)</u>
Other Financing Sources (Uses)			
Operating transfers out	<u>(147,014.00)</u>	<u>(66,248.95)</u>	<u>80,765.05</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	<u>(\$ 12,256.00)</u>	<u>\$ 68,418.53</u>	<u>\$ 80,674.53</u>
Fund Balance, Beginning of Year	<u>479,208.12</u>	<u>479,208.12</u>	<u> </u>
Fund Balance, End of Year	<u>(\$466,952.12)</u>	<u>\$547,626.65</u>	<u>\$ 80,674.53</u>

See Accountant's compilation report and accompanying notes to financial statements.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Village of Richmond, Louisiana have been prepared in conformity with Generally Accepted Accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting policies of the Village of Richmond are described below.

A. Reporting Entity:

In evaluating how to define the government, for financial reporting purposes previous management considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic-but not the only-criterion for including a potential component unit with the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, the Village has no component units that are to be included within the reporting entity.

B. Fund Accounting:

The government uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

B. Fund Account - continued:

Governmental funds are used to account for all or most of a governments general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds). The general fund is used to account for all activities of the general government not accounted for in some other fund.

C. Basis of Accounting:

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets.

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The government considers revenues as available if they are collected within sixty days after year end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year.

Those revenues susceptible to accrual are property taxes, franchise taxes, sewer fees, rents and interest revenue. Licenses and permits and sales taxes are not susceptible to accrual because generally they are not measurable until received in cash.

D. Budgets:

The Village of Richmond, Louisiana adopted a budget for the year ended June 30, 2001. The general purpose financial statements include a comparison of revenues and expenditures to budget for the General Fund and the Special Revenue Fund. The original budget was adopted June 12, 2000 and made available for public inspection at that time. The budget was amended on June 5, 2001. All budgetary appropriations lapse at the end of each year. Encumbrance accounting is not used. The GAAP Basis of accounting is used in preparing the budget.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

E. Encumbrances:

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting-under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation-is not utilized in the governmental funds.

F. Cash

Cash includes amounts in demand deposits. Under state law, the Village may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state bank organized under Louisiana law and national banks having their principal offices in Louisiana. Certificates of deposits are classified as investments if their original maturities exceed one year. However, if the original maturities are one year or less, they are classified as cash equivalents.

G. Restricted Assets

Certain resources set aside for repayment of bonds, are classified as restricted assets on the general purpose financial statements because their use is limited by applicable bond covenants.

H. General Fixed Assets Account Group

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group, rather than in governmental fund types. Public domain (infrastructure) general fixed assets including roads, bridges, curbs, and gutters, streets and sidewalks, drainage systems and lighting systems, are capitalized along with other general fixed assets. No depreciation has been provided on such assets.

All fixed assets are valued at historical cost. Donated assets are valued at their estimated fair value on the date of donation. Repairs and maintenance are recorded as expenditures, renewals and betterments are capitalized.

I. General Long-Term Debt Account Group

The General Long-Term Debt Account Group is used to account for long-term liabilities to be financed from governmental fund types.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

J. Fund Equity

Reserves represent those portions of fund equity not appropriate for expenditures or legally segregated for specific future use.

K. Property Taxes

Ad valorem taxes were levied for 2000 at seven mills. These taxes, which attach as enforceable lien on property as of January 1, are levied in October, become due on receipt and until December 31, 2000, and become delinquent on January 1 of the following year. The taxes are generally collected in December of the current year and January and February of the following year.

L. Compensated Absences

The Village of Richmond has four employees on a part-time basis. Employees only participate in the social security retirement system. The Village has no formal vacation policy. However, employees were given one or two weeks vacation by the Board of Aldermen for the year ended June 30, 2001. No vacation accrual was recorded since the Village has no liability to provide a vacation for employees.

M. Memorandum Only-Total Columns

Total columns on the general purpose financial statements are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither are such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

N. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the use of managements estimates. The estimates are the responsibility of management. Actual results can differ from those estimated.

O. Retirement Plan

The Village does not participate in any retirement fund, therefore all employees are covered by the social security administration.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 2 - CASH AND CASH EQUIVALENTS

Cash and investments in certificates of deposit at June 30, 2001 were secured as follows:

	<u>Demand Deposit</u>	<u>Certificates Of Deposit</u>	<u>Total</u>
<u>Carrying amount on Balance Sheet</u>	<u>\$243,904.89</u>	<u>\$404,552.84</u>	<u>\$648,457.73</u>
Insured (FDIC) or collateralized with securities held by the entity or its agent <u>in the entity's name</u>	\$118,646.63	\$100,000.00	\$218,646.63
Collateralized with securities held by pledging financial institution's trust department or agency <u>in the entity's name</u>	<u>150,000.00</u>	<u>481,171.34</u>	<u>631,171.34</u>
Total FDIC Insurance and Pledged Securities	<u>\$268,646.63</u>	<u>\$581,171.34</u>	<u>\$849,817.97</u>

As reflected in the Combined Balance Sheet, the Village of Richmond had cash and investments in certificates of deposit totaling \$243,904.89 and \$404,552.84, respectively. The bank balances at June 30, 2001 were \$651,060.77. Cash and investments are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the State Treasurer.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 3 - FIXED ASSETS

A summary of the changes in general fixed assets is as follows:

	Balance July 1, <u>2000</u>	<u>Additions</u>	<u>Deletions</u>	Balance June 30, <u>2001</u>
Sewage plant & improvements	\$278,676.05	\$	\$	\$278,676.05
Buildings & improvements	138,101.00			138,101.00
Equipment	24,131.00	46,566.00		70,697.00
Streets & improvements	148,693.00	19,272.00		167,965.00
Donated property	<u>22,000.00</u>	<u> </u>	<u> </u>	<u>22,000.00</u>
Total	<u>\$611,601.05</u>	<u>\$65,838.00</u>	<u>\$ </u>	<u>\$677,439.05</u>

NOTE 4 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS

During 1990, the Village issued a \$200,000 Public Improvement Bond. The Bond was issued for the purpose of paying the costs of constructing, acquiring, extending and improving streets, roads, bridges, sewers and sewerage disposal works, drainage facilities, waterworks facilities, fire protection facilities and public buildings and acquiring the necessary land, equipment and furnishings for the aforesaid public works, improvements and facilities. Maturities are from October 1, 1990 to April 1, 2010 and has interest rates from 10 percent to 7.1 percent. This bond will be payable from and secured by the proceeds of a 2 percent sales and use tax.

The \$200,000 Public Improvement Bond Ordinance established the following funds of the Village for deposit and application of revenues of the system.

A. Special Revenue Fund-Sales Tax Fund

The Village will pay into the Fund all proceeds of the sales tax. Out of the funds on deposit in the Sales Tax Fund, the Village shall first pay all reasonable and necessary costs and expenses of collecting and administering the sales tax. After payment of such costs and expenses, 10 percent of the net proceeds of the sales tax can be used for any lawful purpose. Proceeds can also be used to make a required transfer to the Sales Tax Sinking Fund each month to cover principal and interest payments on outstanding bonds. Any surplus funds remaining after the above transactions may be used for any of the purposes for which the imposition of the taxes are authorized or for the purpose of retiring outstanding bonds.

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 4 - CHANGES IN GENERAL LONG-TERM OBLIGATIONS - continued

B. Debt Service Fund-Sales Tax Sinking Fund

Not later than the twentieth day of each month, commencing on April 20, 1990, the Village shall transfer a sum equal to one-sixth of the interest falling due on the next interest payment date and sum equal to one-twelfth of the principal falling due on the next principal date. The Village shall transfer from the Sinking Fund to the paying agent bank, at least five business days in advance of the date on which payment of principal or interest fall due, funds sufficient to cover these amounts.

C. Debt Service Fund-Reserve Fund

Upon the delivery of the bonds, there shall be deposited into this fund an amount equal to the Reserve Fund Requirement. These monies are to prevent a default in the payment of principal and interest on the bonds.

The bond is due, in total years, by years as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2001 - 2002	\$ 10,000.00	\$ 9,271.00	\$ 19,271.00
2002 - 2003	11,000.00	8,541.00	19,541.00
2003 - 2004	12,000.00	7,738.00	19,738.00
2004 - 2005	13,000.00	6,862.00	19,862.00
2005 - 2006	14,000.00	5,913.00	19,913.00
Thereafter	<u>67,000.00</u>	<u>12,702.00</u>	<u>79,702.00</u>
Total	<u>\$127,000.00</u>	<u>\$51,027.00</u>	<u>\$178,027.00</u>

The following is a summary of general long-term debt of the Village for the year ended June 30, 2001.

	1989 Public Improvement <u>Bond</u>
BALANCE, beginning of year	\$136,000.00
Additions	
Reductions	(<u>9,000.00</u>)
BALANCE, end of year	<u>\$127,000.00</u>

VILLAGE OF RICHMOND, LOUISIANA
NOTES TO FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED JUNE 30, 2001

NOTE 5 - COMPENSATION PAID TO MAYOR AND ALDERMEN

There was no compensation paid to any Aldermen during the period. The Mayor was paid a salary totaling \$8,160.00 for the period.

NOTE 6 - LITIGATION AND CLAIMS

The Village of Richmond is not involved in any litigation or aware of any claims at June 30, 2001.

SUPPLEMENTARY INFORMATION

VILLAGE OF RICHMOND, LOUISIANA
SCHEDULE OF GENERAL FUND REVENUE AND EXPENDITURES
FOR THE YEAR ENDED JUNE 30, 2001

REVENUE		
Property taxes		\$ 19,065.29
Fire protection		9,541.33
Tobacco		604.24
Franchise		16,980.68
Other licenses, permits, fines, etc.:		
Occupational license	\$10,893.00	
Building permits	1,710.00	
Traffic fines	940.50	
Sewer fees	<u>18,889.20</u>	
Total		32,432.70
Building rent		2,500.00
Civic Center rent		7,950.00
Video poker		5,250.98
Interest		1,499.66
Other revenue		<u>3,874.83</u>
Total		<u>\$ 99,699.71</u>
EXPENDITURES		
Salaries		\$ 46,919.40
Advertising		3,128.83
Bank, bond & court fees		947.00
Fire protection service		6,000.00
Fuel and oil		3,161.29
Insurance		5,757.50
Legal, accounting and professional		13,207.12
Office expense		4,370.38
Postage		439.00
Repairs & maintenance		39,325.92
Supplies - police		2,651.69
Payroll taxes		3,557.13
Telephone		1,207.24
Travel		177.44
Dues and subscriptions		809.66
Utilities		25,638.57
Contract labor		3,590.00
Capital outlay		43,666.00
Other expenditures		<u>924.03</u>
Total expenditures		<u>\$205,478.20</u>
Excess (Deficiency) of Revenue Over Expenditures		<u>(\$105,778.49)</u>
OTHER FINANCIAL SOURCES (USES)		
Operating transfers in		\$ 62,235.22
Operating transfers out		<u> </u>
Total other financial sources (uses)		<u>\$ 62,235.22</u>
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses		<u>(\$ 43,543.27)</u>

See Accountants compilation report and notes to financial statements.

VILLAGE OF RICHMOND, LOUISIANA
DEBT SERVICE FUNDS
COMBINING BALANCE SHEET
JUNE 30, 2001

	Sales Tax Sinking Fund	Reserve Fund	Total
ASSETS			
Cash - restricted	\$7,500.40	\$	\$ 7,500.40
Restricted assets (Certificate of Deposit)		39,294.29	39,294.29
Interest receivable	<u> </u>	<u>151.53</u>	<u>151.53</u>
Total assets	<u>\$7,500.40</u>	<u>\$39,445.82</u>	<u>\$46,946.22</u>
FUND EQUITY			
Reserved for debt service	<u>\$7,500.40</u>	<u>\$39,445.82</u>	<u>\$46,946.22</u>

See Accountants compilation report and notes to financial statements.

VILLAGE OF RICHMOND, LOUISIANA
DEBT SERVICE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2001

	Sales Tax Sinking Fund	Reserve Fund	Total
REVENUES			
Interest	\$ 215.59	\$ 1,486.98	\$ 1,702.57
Other income	<u>25.00</u>	<u> </u>	<u>25.00</u>
Total revenues	<u>\$ 240.59</u>	<u>\$ 1,486.98</u>	<u>\$ 1,727.57</u>
EXPENDITURES			
Debt Service:			
Principal retirement	\$ 9,000.00	\$	\$ 9,000.00
Interest and fiscal charges	<u>9,928.00</u>	<u> </u>	<u>9,928.00</u>
Total expenditures	<u>\$18,928.00</u>	<u>\$ </u>	<u>\$18,928.00</u>
Excess (Deficiency) of Revenue Over Expenditures	(\$18,687.41)	\$ 1,486.98	(\$17,200.43)
OTHER FINANCING SOURCES			
Operating transfers in	<u>19,013.73</u>	<u> </u>	<u>19,013.73</u>
Excess (Deficiency) in Revenues and Other Financing Sources Over Expenditures and Other Financing Uses	\$ 326.32	\$ 1,486.98	\$ 1,813.30
FUND BALANCES, beginning of year	<u>7,174.08</u>	<u>37,958.84</u>	<u>45,132.92</u>
FUND BALANCES, end of year	<u>\$ 7,500.40</u>	<u>\$39,445.82</u>	<u>\$46,946.22</u>

See Accountants compilation report and notes to financial statements.

DAVID Q. RICHARDSON
CERTIFIED PUBLIC ACCOUNTANT
POST OFFICE BOX 891
TALLULAH, LA 71284
(318) 574-0514

Independent Accountant's Report
on Applying Agreed-Upon Procedures

Honorable Mayor and Members
of the Board of Aldermen
Village of Richmond, Louisiana

I have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Village of Richmond and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Village's compliance with certain laws and regulations during the year ended June 30, 2001 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were two expenditures made during the year for materials and supplies that exceeded \$15,000. In both cases the Village complied with the state bid law.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided me with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided me with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management [agreed-upon procedure (3)] appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided me with a copy of the original budget and all amendments made to the budget during the year.

6. Trace the budget adoption and amendments to the minute books.

I traced the adoption of the original budget to the minutes of a meeting held on June 12, 2000 which indicated that the budget had been adopted by the Board of Aldermen of the Village of Richmond by a vote of all in favor. An amendment was made and approved at a meeting held on June 5, 2001.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

I compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:
(A) trace payments to supporting documentation as to proper amount and payee;

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

(B) determine if payments were properly coded to the correct fund and general ledger account;
and

Six of the payments were properly coded to the correct fund and general ledger account.

(C) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the mayor. The mayor indicated his approval by signing the check paying the expenditure.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Village of Richmond is only required to post a notice of each meeting and the accompanying agenda on the door of the Village's office building. Management has asserted that such documents were properly posted on the door of the office including an agenda for the meeting. I could not find any evidence supporting such assertion, but it was advertised in the local newspaper each month.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

I inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

A reading of the minutes of the Village of Richmond for the year indicated no approval for any bonus, advance, or gift. I also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

I was not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of the Village of Richmond and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Tallulah, Louisiana
October 15, 2001



LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

_____ (Date Transmitted)

DAVID Q. RICHARDSON, CPA

P. O. BOX 891

TALLULAH, LA 71284-0891

(Auditors)

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [x] No []

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [x] No []

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [x] No []

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [x] No []

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [x] No []

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [x] No []

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.
Yes ☒ No ☐

Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes ☒ No ☐

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes ☒ No ☐

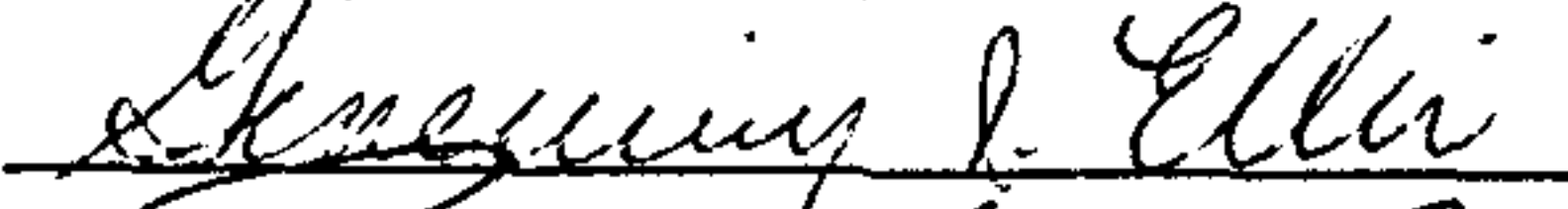

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

	CITY CLERK		
	Secretary	July 9, 2001	Date
	MAYOR		
	Treasurer	July 9, 2001	Date
	President		Date

VILLAGE OF RICHMOND, LOUISIANA
PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2001

Ref. No.	Description <u>Of Finding</u>	Corrective <u>Action Planned</u>	Corrective Action Taken (Yes, No, <u>Partially</u>)	Name(s) Of Contract <u>Person(s)</u>	Anticipated Completion <u>Date</u>
1	Individual funds were out of balance.	Review of individual statements monthly and make corrections if needed.	Yes	Genevieve Ellis	10/30/00
2	Interest earned on CD's not recorded in financial records	Bookkeeper to record interest as earned from records supplied by bank	Yes	Genevieve Ellis &	03/31/01

VILLAGE OF RICHMOND, LOUISIANA
SUMMARY SCHEDULE OF CURRENT YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2001

Ref. No.	Fiscal Year Finding Initially Occurred	Description Of Finding	Planned Corrective Action/Partial Corrective Action Taken
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NONE

DATA COLLECTION FORM

FOR REPORTING ON STATE AND LOCAL GOVERNMENT AND QUASI-PUBLIC ENTITIES

OMB Form 0348-0057 may be used as a substitute for this form.
Date Submitted 10/15/01

RETURN to: Legislative Auditor
Attn: Engagement Processing
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397

1. Fiscal Year Ending Date For This Submission:

06/30/01

3. Audit Period Covered

☒ Annual ☐ Biennial
☐ Other to

2. Type of Report:

☐ Single Audit ☐ GAO Audit Standards Audit
☐ Compilation ☒ Compilation/Attestation
☐ Program Audit ☐ Other

4. AUDITEE INFORMATION

Auditee Name

Village of Richmond

Street Address (Number and Street)

Mailing Address (PO No.)

598 Wood Street

City State Zip
Tallulah LA 71282

Auditee Contact

Name Title
Robert Kivett Mayor

Telephone Fax
(318) 574-2913
Email (Optional)

5. AUDITOR INFORMATION

Firm Name

David O. Richardson, CPA

Street Address (Number and Street)

Mailing Address (PO No.)

P. O. Box 891

City State Zip
Tallulah LA 71284

Auditor Contact

Name Title
David Richardson Owner

Telephone Fax
(318) 574-0514 (318) 574-0176
Email (Optional)

Component Units Included Within the Report and for Which No Separate Report Will Be Issued:

If there are no modifications to the auditor's financial opinion, no reported deficiencies in internal control, no reported instances of noncompliance, and no management letter, check this box and do not complete the rest of the form. ☐

6. FINANCIAL STATEMENTS

- a. Type of audit report on financial statements. ☒ Not Applicable
☐ Unqualified Opinion ☐ Qualified Opinion ☐ Adverse Opinion ☐ Disclaimer of Opinion
b. Is a 'going concern' explanatory paragraph included in the audit report? ☐ Yes ☒ No
c. Do any of the funds have deficit balances? ☐ Yes ☒ No

7. INTERNAL CONTROL N/A

Do the comments on internal control include: ☐ material weaknesses ☐ other conditions

8. COMPLIANCE

Do the comments on compliance include: ☐ criminal acts ☐ fraud and abuse ☐ not applicable

9. CURRENT YEAR MANAGEMENT LETTER (Finding Caption and No.)

NONE

Resolved ☐ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable

10. SCHEDULE OF CURRENT YEAR FINDINGS/QUESTIONED COSTS (Finding Caption and No.)

NONE

\$ _____ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ _____ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ _____ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ _____ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ _____ Resolved ☐ Yes ☐ No ☐ No Longer Applicable
\$ _____ Resolved ☐ Yes ☐ No ☐ No Longer Applicable

Do any findings address nepotism, ethics violations or related party transactions? ☐ Yes ☐ No

Do any findings address violation of bond indenture covenants? ☐ Yes ☐ No

11. SCHEDULE OF PRIOR YEAR FINDINGS/QUESTIONED COSTS/MANAGEMENT LETTER COMMENTS

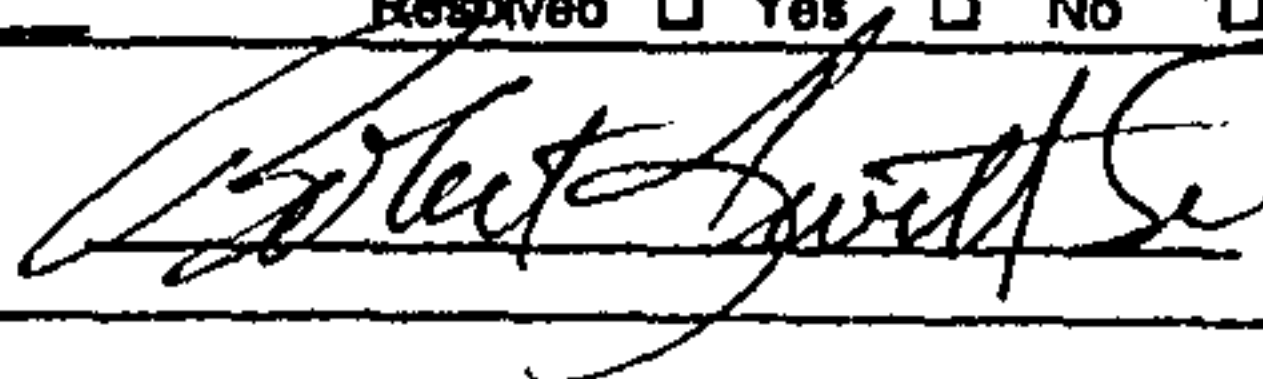
(Finding/Comment Caption and No.)

#1

Resolved ☒ Yes ☐ No ☐ No Longer Applicable
Resolved ☒ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable
Resolved ☐ Yes ☐ No ☐ No Longer Applicable

#2

AUDITEE SIGNATURE



Date October 15, 2001